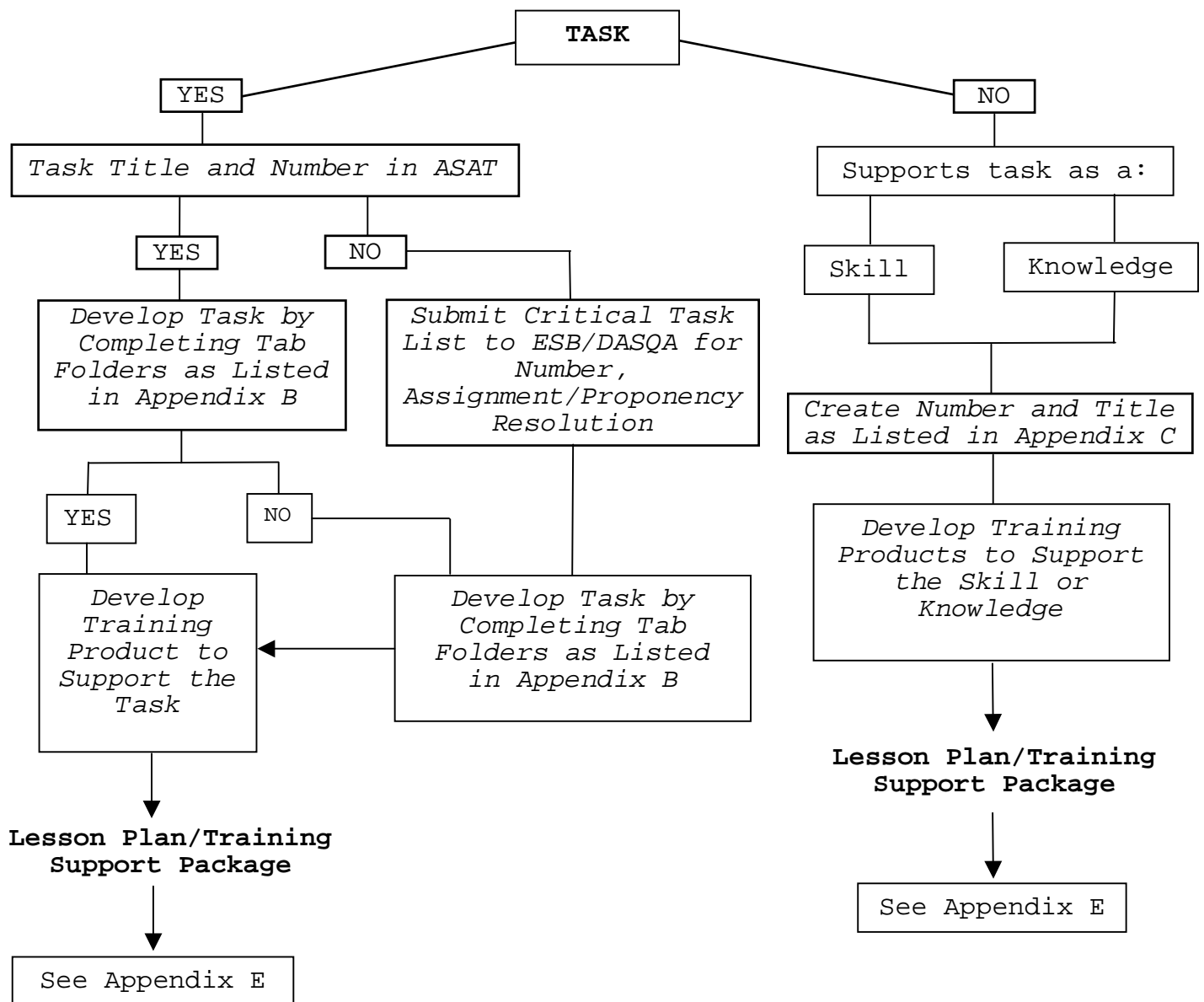APPENDIX A
RECORDING DATA IN ASAT

1. Use the following guidance to begin the process of putting your training data into the ASAT system. Linking the lesson plan (LP) and other training products to approved tasks is the goal. Many collective and individual tasks from all schools are in the ASAT database. Other schools may be the Army's proponent for tasks and/or lessons taught at/by the Army Medical Department. When this is the case, lessons will be linked to the proponent school's task.

2. Ensure all tasks selected by the task selection board are in ASAT.

3. Determine if there is a task to which you can link your LP or training product, or if the training product is based on a skill or knowledge of a task.

4. Is it a Task?

```
                              ┌──────────┐
                              │   TASK   │
                              └──────────┘
              ┌──────────┐              ┌──────┐
              │   YES    │              │  NO  │
              └──────────┘              └──────┘
    ┌────────────────────────────┐   ┌────────────────────────┐
    │ Task Title and Number      │   │ Supports task as a:    │
    │ in ASAT                    │   └────────────────────────┘
    └────────────────────────────┘     ┌─────────┐  ┌─────────────┐
     ┌──────┐        ┌──────┐          │  Skill  │  │  Knowledge  │
     │ YES  │        │  NO  │          └─────────┘  └─────────────┘
     └──────┘        └──────┘
  ┌──────────────┐ ┌────────────────┐  ┌────────────────────────┐
  │ Develop Task │ │ Submit Critical│  │ Create Number and Title│
  │ by Completing│ │ Task List to   │  │ as Listed in Appendix C│
  │ Tab Folders  │ │ ESB/DASQA for  │  └────────────────────────┘
  │ as Listed in │ │ Number,        │  ┌────────────────────────┐
  │ Appendix B   │ │ Assignment/    │  │ Develop Training       │
  └──────────────┘ │ Proponency     │  │ Products to Support    │
   ┌──────┐ ┌──────┐ Resolution     │  │ the Skill or           │
   │ YES  │ │  NO  │ └────────────── │  │ Knowledge              │
   └──────┘ └──────┘                 │  └────────────────────────┘
  ┌──────────┐  ┌────────────────┐
  │ Develop  │  │ Develop Task by│
  │ Training │◄─│ Completing Tab │
  │ Product  │  │ Folders as     │
  │ to       │  │ Listed in      │
  │ Support  │  │ Appendix B     │
  │ the Task │  └────────────────┘
  └──────────┘
```

Develop Task by Completing Tab Folders as Listed in Appendix B

Submit Critical Task List to ESB/DASQA for Number, Assignment/Proponency Resolution

Supports task as a:

Skill   Knowledge

Create Number and Title as Listed in Appendix C

Develop Training Products to Support the Skill or Knowledge

Develop Training Product to Support the Task

Develop Task by Completing Tab Folders as Listed in Appendix B

Lesson Plan/Training Support Package

Lesson Plan/Training Support Package

See Appendix E

See Appendix E

5. Task numbering issues will be resolved by ESB, assisted by the Multimedia Development Branch, DDLS.

6. Task proponency issues will be resolved at the lowest levels as follows:

    a. Department to department.

    b. Department of Academic Support and Quality Assurance.

    c. Office of the Dean.

7. All LPs for a course will be in ASAT. All LPs will be linked to tasks either directly or to a skill/knowledge.

8. Task data should be developed prior to development of a lesson plan.

APPENDIX B
INFORMATION REQUIRED IN ASAT FOR INDIVIDUAL TASK DEVELOPMENT

1. Minimum tab folders that must be completed in ASAT for task development:

    a. Task Data Tab. The Data Tab is a detail tab and contains the following fields from the Individual Task table:

        (1) Title: Enter the individual task title (not to exceed 164 characters). It must contain an action verb, an object, and may contain a qualifier. Proposed task titles may be edited if the user has rights to the task.

        (2) School: Select the appropriate developing agency.

        (3) Component: Select the appropriate component designation: Active, Reserve, or Both. Default is Active.

        (4) Common Core: Select Yes or No to identify a common core task. Default is No.

        (5) Common: Select Yes or No to indicate whether a task is performed by every soldier in a specific skill level regardless of MOS or branch. Default is No.

        (6) Critical: Select Yes or No to indicate whether a task is critical. An individual task is critical when it must be performed to accomplish the mission and survive in the full range of Army operations. Critical tasks must be trained. Default is Yes.

        (7) Staff Task: Identifies a task that is performed at the unit staff level (Yes or No indicator). Default is No.

        (8) Night Vision: Select Yes or No to indicate whether night vision equipment is required to perform the task. Default is No.

        (9) Supervisory Requirement: Select Yes or No to indicate whether supervision is required to perform the task. Default is No.

        (10) Mission-Oriented Protection Posture (MOPP): Select Never, Sometimes, or Always to indicate when this task is performed in MOPP conditions. Default is Never.

        (11) System Help ID: This field identifies the help ID to be contained within embedded software. The information entered here transfers to the System Help ID field on the Enabling Learning Objective (ELO) Data tab in the lesson plan when task information is copied into a lesson plan. This information is used by embedded software system developers only.

        (12) Restrict Read: This drop down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, SME/analyst, or system administrator). If the restrict read is set to Yes, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the restrict read is set to No, users will have viewing and modification privileges as

defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.

(13) Approved: A display only field. It is accessible only through the Manage Individual Tasks menu option on the Power Panel.

(14) Obsolete: A display only field. It is accessible only through the Manage Individual Tasks menu option on the Power Panel.

(15) The Approved and Obsolete Dates cannot be edited on this window. Use the Manage Individual Tasks option to affect these fields.

b. Administrative Data Tab. This is a detail data tab used to identify administrative type information about the task, such as the point of contact, the analyst/SME, the date analysis was initiated and completed, and the person proposing development of this individual task. When a selection is made for the Point of Contact Name and the Analyst/SME fields, the Address, Email, and Phone Number fields will fill automatically, if that information has been entered in the Personnel Maintenance table in the General section of the Support Module. The format for the Analysis Initiated and Completion Date fields is DDMMMYYYY. The month is entered automatically when the first letter is entered, but may be typed over.

(1) Point of Contact: Select the point of contact for this task. List displayed is from the Personnel Maintenance table in the Support Module.

(2) Analyst/SME: Select the name of the Analyst/SME. List displayed is from the Personnel Maintenance Table in the Support Module.

(3) Analysis Initiated: Enter the date on which task analysis was initiated. Date format is DDMMMYYYY.

(4) Completed: Enter the date on which task analysis was completed. Date format is DDMMMYYYY.

c. Conditions Tab.

d. Standards Tab.

e. Supporting Products (references) Tab.

f. Equipment Tab.

2. The Training Information Outline is also mandatory and is a separate button on the tool bar (see ASAT users manual 6.5.3.1).

3. Chapter 6 of the online users manual addresses task development using ASAT.

APPENDIX C
SKILLS AND KNOWLEDGES

Skills and knowledges will be numbered using the following format:

    a. 081-resource ID as listed in Appendix D – Area Of Concentration/ MOS/ASI or specialty (if neither of these applies create a 3-digit code that identifies a skill or knowledge with a course)- XXXX.

081-RI-AOC/MOS/ASI-XXXX

    b. For example, a knowledge created by Department of Healthcare Operations for the Officer Basic Course could be numbered:

081-HS-OBC-XXXX

APPENDIX D
RID NUMBERS FOR TRAINING ACTIVITIES

TDA PARA	TRAINING ACTIVITY	ID#	TDA PARA	TRAINING ACTIVITY	ID#
240	AMEDD NCO ACADEMY	WX	540	DEPT NURSING SCIENCE (DNS)	NZ
241	BASIC NCO COURSE	WV	541	OR BR	NO
242	ADV NCO COURSE	WY	542	ARMY NURSE DEV BR	NI
			543	ANESTHESIA BR	NE
250	DEF MED RED TNG INST (DMRTI)	JZ	544	PRAC NURS DIAL TECH BR	NP
252	RESIDENT INSTRUCTION	JR			
253	NONRESIDENT INSTRUCTION	JN	550	DEPT HEALTHCARE OPS(DHO)	HZ
			551	SUPPORT BR	HA
310	187TH MEDICAL BATTALION	BZ	552	COMB ARMS BR	HC
			553	LEADER DEV BR	HS
320	232D MEDICAL BATTALION	CZ	554	MEDICAL OPS BR	HO
			555	HLTH SVC MAINT BR	
340	COMBAT MEDIC TRAINING		556	PNT ADM BR	HP
341	ADM/OPS DIVISION		557	LOGISTICS MGT BR	HM
342	IET DIVISION	C1	558	MIL LAW BR	HL
343	ADV TNG DIVISION	C2	559	DMSET BR	HE
344	TNG SPT DIVISION	C3			
			560	DEPT VETERINARY SCIENCE (DVS)	VZ
510	DEPT MEDICAL SCIENCE (DMS)	MZ	561	ADM & ACAD SPT BR	VA
511	ADM OPS BR	MA	563	ANIMAL MEDICINE BR	VM
512	PHYS EXT BR	MD	564	MISSION SUSTAINMENT BR	VF
512A	CARDIAC SEC	MC	565	FOOD PROTECTION BR	VT
512B	ENT SEC	MG			
512C	EYE COURSE	ME	570	DEPT CLINICAL SPT SVCS (DCSS)	SZ
512D	OPTICAL COURSE - ITRO	MH	571	ADMIN OPS BR	SA
512F	ORTHOPEDIC SP SEC	MB	572	CHEMISTRY BR	SH
512G	RESPIRATORY SP SEC	MR	573	BLOOD BANK/HEMATOLOGY BR	SL
513	ANAT & PHYS BR	MY	574	MICROBIOLOGY BR	SM
514	PHYS ASST BR	MP	575	PHARMACY BR	SP
515	PHYS THERAPY BR	MT	576	RADIOLOGY BR	SR
516	OCCUPATIONAL THERAPY BR	MO			
517	NUTRITION CARE BR	MN	590	USA SCH AVIATION MED (USASAM)	UZ
			591	AEROMED OPS BR	UO
520	DEPT PVNT HLTH SVCS (DPHS)	PZ	592	FLT PHYSIOLOGY BR	UF
521	ADM OPS BR	PA	592A	ATMOSPHERICS SEC	U1
522	MED ZOO BR	PM	592B	HUMAN FACTORS SEC	U2
523	ENV QUAL BR	PE	592C	PHYSICAL FACTORS SEC	U3
524	CHP BR	PC	593	AEROMED EDUC BR	UE
525	NBC SCI BR	PN			
526	SOLDIER/FAMILY SPT BR	PS	630	CTR HC EDUC & STUDIES (CHES)	RZ
527	MENTAL HEALTH SP BR	PB	631	HLTH SVCS ADM BR	RA
			632	AMEDD STUDIES BR	RC
530	DEPT DENTAL SCIENCE (DDS)	DZ	633	ANALYSIS BR	RN
531	ADM OPS BR	DA	634	OPERATIONS BR	RO
532	DENTAL TNG - ITRO	DL	635	LDRSHP & INSTR INNOVATIONS BR	RL
533	DEN SPEC BR	DS			
534	DEN PROF DEV	DP	640	DEPT ACADEMIC SUPPORT AND QUALITY ASSURANCE	KK
			644	STAFF & FAC DEV BR	KS

APPENDIX E
INFORMATION REQUIRED IN ASAT FOR POIMM

1. Lesson Plan Number (PFN) – with branch resource ID as first two characters and eight characters in length. Example: RIXXXXXX (KSASAT01; DSX20003).

2. Title that matches training schedule.

3. Management Category.

4. Administrative Data.
    a. Courses (in which lesson plan is taught).
    b. Tasks Taught/Supported or Reinforced.
    c. Collective Tasks Taught or Supported.
    d. Skills.
    e. Knowledges.
    f. Test Lessons.
    g. Approvals.

5. Terminal Learning Objective.
    a. Action Statement.
    b. Standard.
    c. Condition (optional).
    d. Learning Steps/Activities.

6. Enabling Learning Objectives (if required).
    a. Action Statement.
    b. Standard.
    c. Condition (optional).
    d. Learning Steps/Activities.

7. Learning Steps/Activities.
    a. Security Classification.
    b. Method of Instruction.
    c. Technique of Delivery.
    d. Instructor to Student (Instructor to student ratio tab).
    e. Time of Instruction.
    f. Mandatory (training tab, defaults to yes).
    g. ICH Data (Instructor contact hours).
    h. Instructor Type.
    i. Support Personnel.
    j. TADSS (Training Aids, Devices, Simulators and Simulations).
    k. Facilities (Must match those in training schedule).
    l. Equipment.
    m. Multimedia.
    n. DODIC (Department of Defense Identification Code - If ammunition is required for lesson plan.